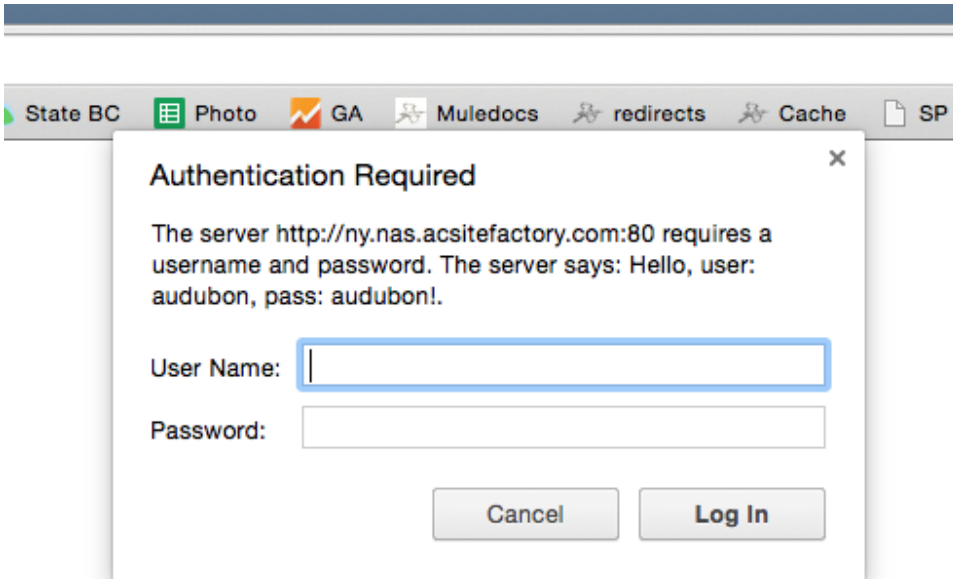


# How to log in to your site

An important first step!

## Step-by-step guide

1. Navigate to <http://XXdev.audubon.org/user> on your site, where XX is your site's subdomain (fl for Florida; pickeringcreek for Pickering Creek center, etc)
2. If you haven't visited in a while (or if this is your first time), you will be prompted with the first of two login screens. It could look like this, but may look slightly different depending on your browser. BOTH the username and password for this first login will always be **audubon** (in lowercase). So type **audubon** in both the user name and password fields here.



3. On the second login screen that then appears at /user, login with your Audubon email address ([jmahoney@audubon.org](mailto:jmahoney@audubon.org)) and your Audubon network password that you use for your email. If this screen doesn't appear after you clear the first Log In box, try reloading the page.

[Log in](#) [Request new password](#)

Username \*

Enter your New York username.

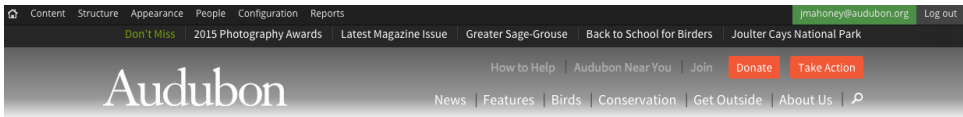
Password \*

Enter the password that accompanies your username.

[Log in](#)



4. You will now see the admin control panel bar at the top of the page that confirms you are logged in:



## Related articles

- [Setting Up Your EveryAction User Account](#)
- [How to edit your site's menus](#)
- [How to create a new static page or article](#)
- [How to edit your site's categories \(not menu!\)](#)
- [How to find and manage content \(imported and newly created\)](#)